



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Superior Court Clerk

FLSA: NE

SERVICE: Judicial

REVISED: 6/1/05

Summary: Under limited supervision, performs clerical work of moderate difficulty in filing and processing of legal documents; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Handles intake and filing of legal documents for all case types.
- Accepts and reviews legal documents to determine correct venue and jurisdiction.
- Assists in the training of other clerks.
- Prepares and processes formal orders and documents.
- Prepares various court documents such as court orders, sentencing, calendars, and abstracts.
- Marks and maintains all submitted exhibits.
- Certifies and issues all case types documents.
- Administers oaths to jurors, witnesses, interpreters, and bailiffs.
- Reads information or indictment preceding criminal trials and verdicts.
- Assists with court proceedings. Coordinates jurors.
- Performs office and clerical duties as assigned, including accounting for and distributing court ordered sanctions.
- Provides attorneys, clients and court personnel deficiency information.
- Answers telephone calls, takes messages, disseminates caller information and sets up conference calls.
- Researches information on the computer.
- Maintains court records and lists of jurors.
- Communicates with attorneys, other courts and Judges, law enforcement agencies and the public.

Knowledge and Skills:

- Knowledge of statutes, rules, administrative orders, operational policies and Federal rules and requirements
- Knowledge of court procedures.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of legal terminology and business English.
- Knowledge of taking and transcribing dictation.
- Skill in the use of modern office equipment.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years responsible clerical work including one year of legal clerk experience.; AND; demonstrated ability to type sixty (70) WPM and take oral dictation at seventy (70) WPM.